



STATE OF WASHINGTON
STATE RECORDS COMMITTEE

Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives
PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

MEETING MINUTES
October 7, 2009 – 1:30 pm
Archives Conference Room, Olympia

Members Present: Steve Ryser (Office of the State Auditor); Traci Friedl (Attorney General's Office); Mike Steenhout (Office of Financial Management)

Staff Present: Russell Wood (State Records Manager); Michele Mallery (Records Management)

Records Officers/Guests: Anita Wieland (Office of Financial Management) Tammy Lee (Department of Labor & Industries); Lisa Homan Walker (Department of Labor & Industries); Millie Brombacher (Department of Social and Health Services); Mary Ann Johnson (Office of the State Treasurer); Shawn Meyers (Office of the State Treasurer); Reasa Pearson (Department of Labor & Industries); James Murphy (Department of Information Services); Doug Haffie (Department of Information Services); Bruce Eisentrout (Washington State Lottery Commission); Nathan Peppin (Department of Labor & Industries); Barbara Benson (University of Washington); David Hecimovich (Department of Agriculture); Jeff Larsen (Department of Agriculture); Bruce Clark (Department of Licensing).

I. ROUTINE BUSINESS

A. Call to Order: Steve Ryser called the meeting to order at 1:33 p.m.

B. Introduction of Records Officers/Guests: All Records Officers and guests were introduced.

C. Approve September 2, 2009 Minutes: Ryser called for a motion to approve the September 2, 2009 minutes; moved by Ryser, seconded by Steenhout.
Resolution: Motion carried.

D. Adoption of Today's Agenda: Ryser called for a motion to approve today's agenda. Moved to approve as amended by Ryser, seconded by Steenhout.

II. OLD BUSINESS

A. 1. Tabled item from September 2, 2009 meeting

Department of Agriculture Office 330 (Animal Identification Unit)

The Department of Agriculture clarified the cut off and retention to determine the length was long enough to track animals.

Action: Motion to approve: Steenhout; seconded by Friedl

Resolution: Motion carried.

2. Tabled item from September 2, 2009 meeting

Department of Health Office 310 (Risk Management)

The Department of Health has not responded to requests for corrections as the Records Officer has been out of the office due to illness. The records series will be withdrawn at this time until the Department of Health can re-submit a correction.

3. Tabled item from September 2 meeting

Department of Information Services Office 612 (Office of Legal Services)

The Department of Information Services' Records Officer explained this is a secondary copy and the Office of the Secretary of State maintains the original.

Action: Motion to approve: Steenhout; seconded by Ryser

Resolution: Motion carried.

4. Tabled item from September 2, 2009 meeting

Department of Revenue Office 800 (Taxpayer Services/Administration).

The Department of Revenue's Records Officer submitted an email explaining how far back these records go.

Action: Motion to approve: Friedl; seconded by Steenhout.

Resolution: Motion carried.

5. Tabled Item from September 2, 2009 meeting

Department of Social and Health Services Office 782 (Social Services Payment System (SSPS))

The Department of Social and Health Services, clarified the cut-off as requested.

Action: Motion to approve: Friedl; seconded by Steenhout.

Resolution: Motion carried.

6. Tabled Item from September 2, 2009 meeting

Office of the State Treasurer Office 264 (Cash Management)

The Office of the State Treasurer provided information regarding retention.

Action: Motion to approve as amended, DAN number needs to be corrected: Steenhout; seconded by Friedl.

Resolution: Motion carried.

B. Update on Requests to Discontinue Records Series

The State Records Manager provided an update on the status of backlogged discontinues. In the month of September, the Washington State Archives received 102 newly submitted discontinues. The Washington State Archives signed and approved 103 discontinues. To date, there is a backlog of 390 discontinues. Washington State Archives continues to work through the backlog of discontinues.

III. NEW BUSINESS

A. Announcements from the State Archivist

1. October is Archives Month. Posters are available.
2. The State Archivist was not available for this meeting as he is in Connecticut getting married to Val Wood.
3. October 4th is the Digital Archives 5th Anniversary.
4. The State Government Records Specialist (Michele Mallery) is scheduled for knee surgery October 28th and will be out of the office for approximately 6 weeks. The State Records Manager is still looking at how to plan for her absence and who will cover.
5. Prior Review Procedures – The Washington State Archives has started a group in looking at the State General Schedule in light of the most recent Collective Bargaining Unit and the changes to retention in the Human Resources section. The last update of the State General Records Retention Schedule was in 2005. If interested in reviewing, please send Michele Mallery an email and she will get you on the distribution list.

B. Action Items for Committee Review/Approval

1. Department of Labor & Industries

Records Retention Schedule for Office 495 (Prevailing Wage), dated August 19, 2009

Action: Motion to approve: Friedl; seconded by Steenhout

Resolution: Motion carried

2. Washington State Lottery Commission

Records Retention Schedule for Office 400 (Marketing), dated August 20, 2009

Action: Motion to approve: Steenhout; seconded by Friedl

Resolution: Motion carried

3. Western Washington University

Records Retention Schedule for Office 123 (Intensive English), dated September 15, 2009

Action: Motion to approve: Steenhout, seconded by Friedl

Resolution: Motion carried

Records Retention Schedule for Office 205 (Faculty Senate Office), dated September 4, 2009

Action: Motion to approve: Steenhout; seconded by Friedl

Resolution: Motion carried

4. Washington State University

Records Retention Schedule for Office 28 (University Relations – Imagine Tomorrow), dated August 18, 2009

Action: Motion to approve: Friedl, seconded by Steenhout

Resolution: Motion carried.

Records Retention Schedule for Office 8605 (Office of Research Assurances), dated September 2, 2009

Action: Motion to table to obtain further information pertaining to OPR/OFM designation: Friedl, seconded by Steenhout

Resolution: Motion carried.

5. University of Washington

Records Retention Schedule for Office 15/01/05 (Registrar's Office – Data Services), dated August 28, 2009

Action: Motion to approve: Friedl; seconded by Steenhout

Resolution: Motion carried

Records Retention Schedule for Office 15/13/02 (Student Activities Office), dated August 28, 2009

Action: Motion to approve: Steenhout; seconded by Friedl

Resolution: Motion carried

Records Retention Schedule for Office 21/10/01 (Education: Experimental Education Unit: Admissions), dated August 31, 2009

Action: Motion to approve: Ryser seconded by Steenhout

Resolution: Motion carried

Records Retention Schedule for Office 22/15/01 (Eng: Aeronautics & Astronautics: F.K Kirsten Wind Tunnel), dated August 31, 2009

Action: Motion to approve Steenhout; seconded by Ryser

Resolution: Motion carried

Record Retention Schedule for Office 35/02/01 (Bothell: Information Technologies), dated August 31, 2009

Action: Motion to approve as amended by adding 6 month retention: Ryser; seconded by Friedl

Resolution: Motion carried

V. NEXT MEETING

When: November 4, 2009 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia

VI. ADJOURNMENT

Action: Motion to adjourn: Steenhout seconded by Friedl

Resolution: Meeting adjourned 3:25 p.m.

CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:

I, Steve Ryser, Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held in the State Archives Building conference room on October 7, 2009, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington and that a quorum was present.

Steve Ryser
Chair Signature

11-4-09
Date